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EYES ONLY

AGENDA

Career Service Panel
Office of Research and Development
15 January 1973

0900
Room 607 - Conference Room

1. Review of agenda for 15 January 1973
2. Review of minutes for 11 December 1972
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Promotion Recommendation - [REDACTED] 25X1A9a
GS-9 to GS-10 (SF Career Service)
[REDACTED]
6. ORD Career Development Plan
7. Grade Criteria for Scientific and Professional
Positions - ORD
8. Special Panel/ORD
9. Nominee for the 1973 Executive Management Program
at Pennsylvania State University
(2 sessions - June, July and August 1973)
10. CSP/ORD Semi-annual Report
11. Performance Appraisal Workshop for ORD
(Tabled from 11 September 1972 meeting)
12. Discussion on PCR, ORD Table of Organization and
Job Descriptions
13. New business

25X1A9a

E2 IMPDET
CL BY 464869
WN - ISM

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CAREER SERVICE PANEL
Minutes of the Meeting
15 January 1973

Attendees:

Chairman

25X1A9a

25X1A9a

(Joined the meeting at 1015 hours)

Executive Secretary

25X1A9a

Recording Secretary

1. The meeting was called to order at 0935 hours by the Chairman.

2. There were no changes in the agenda for 15 January 1973.

25X1A9a

3. [REDACTED] asked that a special note be made part of the record of the minutes that [REDACTED] was commended by the ORD/CSP for her particularly outstanding job in recording the discussion held with Dr. Sayre Stevens, D/ORD at the 11 December 1972 meeting.

25X1A9a

25X1A9a

4. [REDACTED] moved to approve the minutes for 11 December 1972 as written. [REDACTED] seconded the motion. The CSP members present concurred with the motion.

25X1A9a

25X1A9a

5. [REDACTED] made the following report:

ADDITIONS:

25X1A9a

[REDACTED], GS-5, Secretary Steno, TA/ORD,
EOD: 11 December 1972

25X1A9a

[REDACTED], GS-14, Chemist, TDY one year to
Life Sciences/ORD from TSD on 8 January 1973

25X1A9a

[REDACTED] Psych. Res., GS-14, to
Life Sciences/ORD from DDP on 10 January 1973

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PROMOTIONS:

None

REASSIGNMENTS:

25X1A9a

[REDACTED], GS-15, Phys. Scien-Res., from
IP&A/ORD to FBIS as of 4 December 1972

REASSIGNMENTS WITHIN ORD:

25X1A9a

[REDACTED] from PAS/ORD to LS/ORD

25X1A9a

[REDACTED] from LS/ORD to PAS/ORD

25X1A9a

[REDACTED] from IP&A/ORD to PD/ORD

[REDACTED] from TA/ORD to PD/ORD

RETIREMENT:

None

QSIs:

None

TRAINING NOTES:

25X1A9a

[REDACTED] was selected by the Senior
Career Board as alternate for the Midcareer
Executive Development Course scheduled for
28 January 1973 - 28 March 1973.

25X1A9a

25X1A9a

6. [REDACTED] suggested to [REDACTED] that the Division
Chiefs be asked to introduce all new professionals entering
on duty with their offices at the Staff Meeting. This
would give management a chance to meet them and know that
they are on board.

25X1A9a

7. [REDACTED] reported to the Panel that he has given
the Career Development Plan draft memorandum dated
28 December 1971 to Dr. Stevens. [REDACTED] informed the Panel
that he had preliminary discussions with Dr. Stevens, but he
had not received a detailed assessment as to whether the
CSP/ORD is on the "right track" or not. [REDACTED] also stated
that he has made known to Dr. Stevens that the opinions
voiced by the CSP members have been divided; some members
questioned whether the CSP should implement a program of this
character as stated in the memorandum.

25X1A9a

25X1A9a

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25X1A9a 8. Discussion followed on the promotion recommendation requested, written, and submitted directly to the Office of Finance by B&A/ORD on [REDACTED], Budget and Accounting Assistant/ORD, from GS-9 to GS-10. It was the consensus of the ORD/CSP members that based on present task assignment and performance to date, the promotion recommendation from GS-9 to GS-10 in behalf of [REDACTED] to the SF Career Service is rejected.

25X1A9a 9. [REDACTED] stated a report on the Career Development Plan had been made in Item 7 above. [REDACTED] stated 25X1A9a that the ORD/CSP has been working on this Plan for a very long time. [REDACTED] agreed that this was correct -- two 25X1A9a years. [REDACTED] stated he thought Dr. Stevens would take a little more time in reviewing the proposed Plan before 25X1A9a he gives the ORD/CSP any feedback. [REDACTED] stated that Dr. Stevens is aware that the Career Development Plan has been studied by the Panel for two years. He further stated that he has told Dr. Stevens that the ORD/CSP is trying to develop a Career Development Plan and make it a forced 25X1A9a exercise instead of a happening. [REDACTED] told the Panel that he would ask Dr. Stevens to give the ORD/CSP guidance on what he might not like about the Plan in order that the Panel might discuss his suggestions and change the Plan accordingly.

25X1A9a 10. The Panel discussed the Grade Criteria Report prepared by CSP members in 1966. [REDACTED] felt that the ORD/CSP should periodically review the earlier Panel studies for applicability to issues now being discussed by the Panel. It was the consensus of the Panel members that the 1966 report provided good background information and should be used with the approved evaluation criteria prepared by the Subpanel for Evaluation Criteria, chaired by [REDACTED] 25X1A9a [REDACTED], dated September 1972. [REDACTED] asked the CSP members to study the present ORD grade structure and the over-population at the top grade levels. [REDACTED] 25X1A9a stated that more would be said on this when Item 12 on the Agenda was discussed.

25X1A9a 11. [REDACTED] reported he was in the process of preparing a CSP book for members to use at the meeting in order that they might have all the CSP information needed in one place.

25X1A9a 12. [REDACTED] reported on the following actions taken by the Special Panel:

25X1A9a a. [REDACTED] is acceptable for Career Status in the Agency in terms of her performance in her present position

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12. (Continued)

a. (Continued)

and at her present grade level. The Special Panel has asked that her supervisor discuss with her growth opportunities which are limited unless she applies herself to developing and extending her abilities. Her performance will be reviewed again when her 30-months fitness report is prepared; recommending action on Career Status would then be submitted to the D/ORD.

25X1A9a

b. A recommendation for promotion of [REDACTED] from GS-8 to GS-9 was submitted by the D/ORD. The Panel reached a consensus on the action. No final paperwork will be prepared until the President's freeze on promotions is removed.

25X1A9a

[REDACTED] also stated he would prefer that the minutes of the Special Panel be made available upon request only.

25X1A9a

25X1A9a

[REDACTED] stated he wanted to read the minutes on a regular basis. [REDACTED] stated, after discussion, that the minutes will be handcarried to each Division Chief, read, and returned in the same manner. [REDACTED] also reported that the Special Panel is studying ways to apply many procedures followed in the CSP to the evaluation and career development of ORD secretaries.

25X1A9a

25X1A9a

13. The CSP/ORD members concurred that [REDACTED] GS-14, PAS/ORD be recommended to the D/ORD as a nominee for the Executive Management Program, 1973, at The Pennsylvania State University and scheduled for 24 June to 20 July 1973.

25X1A9a

14. [REDACTED] stated that the Panel members should pick the "comers" and designate these people for appropriate training and career development. The Training Officer was asked to supply information on the first five employees ranked in the competitive evaluation done on GS-9s through GS-14s. It was felt that the Division Chiefs would have to offer some of their people training so that their employees would feel they have greater opportunities.

25X1A9a

15. [REDACTED] was instructed to prepare a CSP report as of January 1972 and circulate to members for review and discussion at the February meeting.

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16. The CSP members discussed the motion made at the 11 September 1972 meeting on the Performance Appraisal Workshop:

25X1A9a [REDACTED] moved that the CSP table decision on date for the Performance Appraisal Workshop in ORD until the first of the calendar year 1973.
25X1A9a [REDACTED] seconded the motion.
Motion carried.

25X1A9a 17. The CSP members reached a consensus on Item 17 and asked that [REDACTED] contact [REDACTED] in regard to the needs of ORD and the Performance Appraisal Workshop.
25X1A9a [REDACTED] was told that about 10 - 15 people would attend.

25X1A9a

25X1A9a 18. Copies of the Position Control Register and the new Table of Organization for ORD was distributed to the Panel by [REDACTED] stated that this information was given to the members for their perusal and further discussion when the members felt it was essential.
25X1A9a [REDACTED] stated that the TO is subject to a survey by Position Management and Compensation Division/OP and their approval.

25X1A9a 19. [REDACTED] asked if the ORD/CSP could obtain more information on GS-15s in order to review whether they are receiving proper training. [REDACTED] asked the Training Officer to provide training information on ORD GS-15s and training that is available to them. He asked the Recording Secretary to include on the February Agenda - Training Considerations for GS-15s.
25X1A9a [REDACTED] pointed out to the members that the ORD/CSP doesn't have any information on GS-15s, principally, because the Panel performs competitive evaluations only up to GS-14s. He further stated determining training for GS-15s under these conditions is the responsibility of the Division Chiefs which is where it should be. However, some sort of review should be instituted within the ORD/CSP to be certain each GS-15 has adequate training opportunities.

25X1A9a

20. The next meeting was scheduled for 5 February 1973. (MEETING DATE IS NOW 12 FEBRUARY 1973)

21. Meeting adjourned at 1130 hours.

25X1A9a

[REDACTED]
Executive Secretary
Career Service Panel/ORD

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APPROVED:

25X1A9a



Chairman, Career Service Panel/ORD

13 FEB 1973

Date